

2021 Greensburg ~ Decatur County

FARMERS' MARKET REGISTRATION FORM

Note: Main Street Greensburg, a 501(c)3, would like to remind you that any donations you make to the organization are tax deductible.

VENDOR INFORMATION:

Vendor Name	Farm Name (If Applicable)	Address
Phone	Email Address	City, State, Zip Code

Please list any social media pages you have for your Farm/ Products:

--

Farmers' Market Membership Contribution for 2021 Season = \$30

Space Requested: (Check Box Below)

Non-reserved: \$30/season, first come first serve Reserved: \$2/lineal foot/season, assigned No. lineal feet requesting _____

Main Street Greensburg is creating an online and printed catalog of vendors that attend the Main Street Greensburg Farmers' Market. This listing would allow market attendants to get to know their vendors better, and those who work during the day to pre-order and pick up either during their lunch hour or when they get off work. If you wish to be included, enclose the \$30 fee with this application. Listed below is what is included:(e-mail to execdirector@mainstreetgreensburg.com):

- Listing on the Main Street website's online vendor catalog
 - Logo/ Photos of individuals that run farm stand
 - Contact Information
 - Link to your website, Facebook page, etc.
 - Farm/Individuals names
 - Products sold listed
- Listing on passed out flyer at markets (**deadline for inclusion in printed materials is April 15th**)
 - Farm/Individuals names
 - Location
 - Contact Information
 - Products sold listed

Registration Checklist:

Return to Main Street Greensburg c/o Farmers Market, 314 W. Washington Street, Greensburg, IN 47240

- I have read and agree to pages 1 through 3 of this registration. I am returning a Fully Executed Page 1.
- I have included payment for my 2021 Farmers' Market Membership contribution of \$30.
- I have indicated my reserved space preference.
- I would like to be included in the Cooperative Marketing and have included an additional \$30.

Vendor Signature: _____

Market Master Signature: _____

Date: _____

Date: _____

Note: Main Street Greensburg, a 501(c)3, would like to remind you that any donations you make to the organization are tax deductible.

DETAILS:

1. 2021 Market Season – Fridays May 7th – September 24th from 2-6 PM
2. Vendor: the person who owns, leases, rents or otherwise controls the land on which goods sold pursuant to this agreement are raised, and has signed this agreement. Immediate family members and/or employees are also permitted to sell.
 - a. Vendors must sell only fresh produce and/or non-produce items of high quality, all of which must be grown/produced by vendor, and not from wholesale houses. Failure to comply will start vendor violation procedure on page two. Vendors will be checked at any time. All baked and processed foods must be approved by all applicable health agencies. Baked or processed goods must be produced with one locally/self-produced ingredient. **Review additional Food Regulations below.**
 - b. All vendors are solely responsible for all claims, injuries and damages resulting from their sale of unsound or unsafe goods and/or their participation in the market. Vendors shall maintain liability insurance for protection against such claims, injuries and damages, and provide proof of same to the Market Master upon request.
 - c. All vendors are responsible for and shall fully comply with all applicable laws, regulations and ordinances pertaining to their farm products. Vendors shall have obtained all necessary licenses, permits and inspections prior to selling any farm products at the market, including sales tax for non-eatables. Non-eatables require approval from the Farmers' Market Advisory Board prior to sale of the items.
3. Set up
 - a. Set up may start at 1:00 PM and no earlier.
 - b. Sales start no earlier than 2:00 PM; unless approved by the Market Master or a pre-ordered sale.
 - c. **Due to COVID restrictions Vendor Booths have been spread out to ease congestion on the sidewalk for pedestrians and wheelchairs. Set up tents and tables in areas marked with the space you have been assigned. Vendors are asked to encourage social distancing if lines start to form.**
 - d. Be sure to secure tents and be prepared in the event of bad weather. Should severe weather arise vendors need to go to the closest open building for shelter.
 - e. All vendors are solely responsible for their own tables, change, bags, weather, and sun protection devices and, if applicable, a legal produce scale. Vendors are responsible for removing all personal items, equipment, vehicles and their trash from the market area by 60 minutes after closing on market day.
 - f. Reserved Spaces
 - i. Vendors may reserve an assigned location for the season. Spaces will be \$2 per linear foot for the season. Contact the Market Master for information on available spaces.
 - ii. Vendors with reserved spaces the previous year will have until April 15th to re-secure their same space.
 - iii. **Vendors with reserved spaces must notify market master via email or text by 10:30 AM if not able to be at the market so space can be made available for others. Refunds will not be issued for markets missed. Failure to notify 3 times will result in forfeiture of your space.** TEXT – 812.212.2274, please identify yourself in your text. EMAIL – execdirector@mainstreetgreensburg.com
 - iv. There are special circumstances when our allotted area is reduced. At these times reserved spaces will be impacted. The Market Master will notify vendors in advance, as able.
 - g. Non-reserved Spaces
 - i. Vendors not registered for a reserved space will be assigned a location weekly. Wait for direction from the Market Master on where to go before setting up.
 - h. Parking for vendors will be in the lot on the corner of Main and Franklin. Vendor's will be assigned parking spaces which will match the booth number being used. Example: If you occupy booth 6, you will be assigned parking space 6 in the parking lot.
4. Farmers Market Membership
 - a. Each vendor will be required to pay a membership contribution of \$30 for the season. This helps with expenses related to marketing, equipment, kid's coupons, market activities, double SNAP, etc.
5. Pre-order sales are those where the vendor and their customer have made an arrangement for a specific item and quantity at least 2 hours prior to the market. Vendors should *arrive with these items separated, labeled, and bagged* for their customer.

Note: Main Street Greensburg, a 501(c)3, would like to remind you that any donations you make to the organization are tax deductible.

6. SNAP Tokens
 - a. SNAP card processing will be handled by the Market Master.
 - b. Tokens may be returned to the Market Master at the end of each market for payment.
7. WIC Checks
 - a. Vendors must be registered with WIC to accept checks. Do not accept a WIC check if you are not registered as the Market Master will not be able to reimburse you.
 - b. Vendors accepting WIC must display their WIC sign or logo
8. Kids Coupons & Gift Certificates
 - a. The Market Master may issue Kids Coupons or Gift Certificates to be used at the market. These may be returned to the Market Master at the end of each market for payment.
9. The Market Master or appointed person has the authority to assign vending spaces, settle disputes and disqualify vendors for market rule violations.

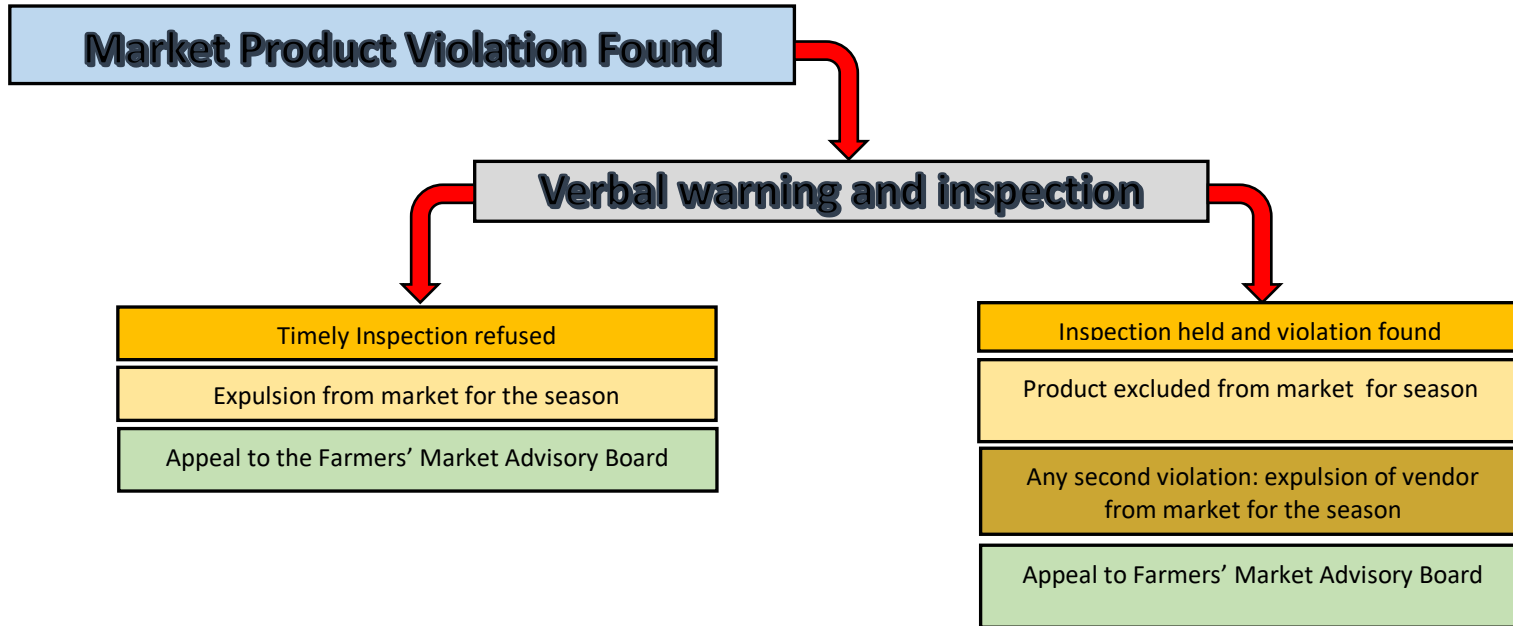
FOOD REGULATION RULES:

Baked goods, jams, jellies, fruit pies, fresh produce and other products specified in House Enrolled Act 1309 (2009) are allowed at the Greensburg/Decatur County Farmers' Market, provided the item has satisfied the following requirements:

- At least one ingredient in the product has been grown/raised by the vendor.
- The product has been created in the last 48 hours prior to sale (exception to jams and jellies).
- The product has been made completely from scratch: no mixes or pre-made dough or batter will be allowed.
- The product must be made in an individual's primary residence under proper sanitary conditions and procedures.
- The product must not be resold and must be labeled (in at least 10-point type) with information including name and address of the producer; common name of the product; the ingredients; and the date the food product was processed. The label also must include the following statement: "This product is home produced and processed and the production area has not been inspected by the State Department of Health."
- When using locally produced or grown ingredients, it is encouraged that the vendor advertises the supplier and product to help support local food production.
- The product type and list of ingredients have been submitted to the Farmers' Market committee for approval of sale at the market.
- For meat products – the meat cannot be processed at home and must be inspected by the proper inspection facility prior to sale, unless vendor meets exemption requirements. (<http://www.in.gov/boah/2332.htm> or (317) 227-0355)
- For fresh eggs – vendor must possess proper egg retailer license prior to sale. (<http://www.ansc.purdue.edu/iseb/> or (765) 494-8510)
- Any meat, egg or baked good with dairy products (except cakes, cookies, etc.) must be kept at or below 41 degrees Fahrenheit.
- Food sampling is allowed, but vendor must "practice proper sanitary procedures."
 - Proper hand washing
 - Sanitation of the container or other packaging the food product is in
 - Safe storage of the food product during display and service, such as single service samples for individuals (use of cups, utensils, tongs and wax papers)

Note: Main Street Greensburg, a 501(c)3, would like to remind you that any donations you make to the organization are tax deductible.

VENDOR VIOLATION PROCEDURE:



Note: Main Street Greensburg, a 501(c)3, would like to remind you that any donations you make to the organization are tax deductible.

FARMERS' MARKET MAPS:

BOOTH LAYOUT



2021 Greensburg ~ Decatur County

FARMERS' MARKET REGISTRATION FORM

Note: Main Street Greensburg, a 501(c)3, would like to remind you that any donations you make to the organization are tax deductible.

VENDOR PARKING:



Note: Main Street Greensburg, a 501(c)3, would like to remind you that any donations you make to the organization are tax deductible.

SET UP:

- For Spaces 1 -8, between 8 and 9 am set out 2 signs and cones in parking spaces. Location is noted on the booth layout map above. Try to set the cones on the parking lines so that people can still park there until 1pm. Do not block the handicap parking space or crosswalks.
 - The bookmobile will be there through July and 2 cones need set out to reserve their space.
 - Get ice for the cooler and fill it with pop and water from the closet. We give the drinks to the vendors for free, it gets pretty hot some days.
 - Around 12:45 arrive to the market and help direct vendors that may not know where to set up
 - Set up your tent, then table, ~~if not raining or windy bring the rack card carousel,~~ (have to find a better system for flyers – also – need updated flyers) put a banner on the table to cover the scuffs, ~~set out some of the shirts unless there is an activity and you need room for that stuff.~~ (have to find a better system for shirts first)
 - At the end of the market clean up all of our items and pay vendors for SNAP tokens, gift certificates, or kids' coupons. Write on the log what was given out and if anything is taken in.
- WIC Checks go to the vendors and must be used in whole for fruits and vegetables. Vendors know how they are to be used as well. The vendors we have that can currently accept WIC are Armand, Hatton, and Doll. We will double with tokens up to \$10 per week. Each person gets 3 checks.
- SNAP process:
1. Open MM+ Select (icon has a shopping cart with fruit & veggies)
 2. User (if needed): WP257915
 3. Login PW: 47240
 4. Select SNAP Purchase
 5. Enter SNAP card number and hit next
 6. Have Customer enter pin
 7. Enter amount they want to use from their card and hit next.
 - a. Note that we will double up to \$10 per week so I always clarify how much they want.
 - i. Example if they say they want \$20 they may really only mean \$10 off their card because with our double that would give them \$20.
 - ii. Some do not know they double so that also makes a good opportunity to explain the double.
 8. Review details to be sure you entered the right amount and hit SUBMIT, top right
 9. After it processes as them if they want an email or text receipt, follow the prompts at the bottom.
 - a. If they do not want one, hit DONE.
 - b. It will ask if you are sure they do not want a receipt.